



Police Officer

Job Code: 0096

Originated: 06/05

Salary Grade: 2020

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 23

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

Patrols designated areas of the City to protect life and property, to prevent and deter crime, enforce laws, respond to citizen requests for assistance and perform investigations. Some positions may be assigned to other units or special assignments.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Performs law enforcement patrol activities. Operates a motor vehicle and observes and monitors the public to determine compliance/noncompliance with prescribed operating or safety standards and laws. Pursues and stops offenders, subdues resisting offenders using necessary force where appropriate, including deadly force.
- Issues citations and makes arrests; searches persons, places and things; seizes and impounds property and evidence; transports arrested persons and property.
- Mediates disputes; performs crowd and riot control activities.
- Conducts law enforcement investigations. Protects crime and traffic accident scenes; conducts face to face and phone interviews; observes, gathers, records, processes and preserves evidence; measures and diagrams crime and traffic accident scenes; prepares detailed written reports of investigative findings; seizes and processes evidence; presents testimony and evidence in court.
- Performs public assistance activities. Responds to citizen requests for assistance to fires, accidents and crime scenes; administers first aid to sick and injured citizens for a wide variety of illnesses and injuries; assists distressed motorists and crime scene individuals; directs traffic; moves persons, vehicles and other property.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

United States and Arizona Constitutions, Federal, State and City criminal and traffic laws and ordinances, related court decisions, Police Department policies, General Orders and Operations Orders.

General social problems and cultural diversity of citizenry.

Modern police methods, practices and procedures.

Geography of the City, community service organizations, location of facilities and buildings.

First aid principles and practices.

Principles and practices of safe motor vehicle operation and maintenance.

Traffic laws, ordinances and rules involved in motor vehicle operation.

Microsoft Windows Office products.

Ability to:

Exercise judgment and make decisions as to appropriate action under pressure in accordance with rules, regulations and policies.

Work cooperatively, courteously, but firmly with all segments of the public.

Observe and monitor people's behavior or objects to determine compliance with laws, codes and regulations; recall details accurately.

Comprehend and make references from material written and learn job-related material through observation, structured lecture and oral instruction. This learning takes place in an on-the-job training or classroom setting.

Comprehend and enforce written comprehensive Local ordinances, State and Federal laws.

Make mathematical calculations and draw logical conclusions.

Listen, communicate and work effectively with a diverse group of people.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Attend various meetings as needed.

Deal effectively with co-workers, City officials and the public in routine and emergency situations. Establish and maintain effective working relationships with City staff and the general public.

Testify in Court.

Maintain proficiency with a handgun.

Complete required OSHA/Safety training as required.

Education and Experience:

A high school diploma or GED equivalent and must be 20 years and 8 months of age at the time of application and a United States Citizen.

Licensing and Other Requirements:

A valid driver's license with no major driving citations in the last 39 months is required for all driving positions.

Possess and maintain AZPOST Certification.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of the Police Sergeant in the Police Department and within standard operating procedures.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Concentrate on and complete tasks in the presence of distractions.
- Sit for extended periods of time while driving a City vehicle.
- Physical agility to pursue offenders on foot; stop and subdue resisting offenders using necessary force where appropriate, including deadly force.
- Access paved, gravel, rough or turf areas; climb elevations.
- Exposure to dirt, dust, pollen, inclement weather, temperature extremes, traffic hazards, body fluids, hazardous chemical, firearms, various evidence, firearms and unpleasant odors.
- Perform first aid.
- Lift and move up to 160 pounds for long distances with or without assistance.
- Physically move persons, vehicles and other property.
- Make measurements and draw diagrams.
- Visually distinguish full range of color spectrum.
- Read maps.
- Some work is performed in a normal City office environment.
- Use and maintain proficiency with a variety of law enforcement tools, including handguns, batons and other weapons.
- Operate an MDT and a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Visual and muscular dexterity to operate a motor vehicle, computer equipment and two-way radio maintaining constant vigilance to the surrounding area.
- Utilizes two-way radio to hear and respond to radio communications, voice instructions and/or commands under a variety of working situations and background noise levels consistent with scene processing and/or traffic control.
- Travel to/from various City locations.
- Work a variety of scheduled shifts.

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This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.